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Report of the RECORDS CENTER BRANCH for the week ending 17 December 1953

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[] of the Personnel Office spent an afternoon in the Center getting acquainted with the functions and operations. Discussion of organization and grades was based on the chart being submitted with this report. It was pointed out to Mr.

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[] that the grade GS-7 was the trainee grade in the Records Management program, and he appeared to agree with this concept.

ORR has again sent several boxes of their own internal office issuances to the Center for storage and recall as needed. The issuances cannot be considered record material, nor are they a part of the agency supplemental distribution materials. However, by accepting the issuances the Center is releasing expensive space in safe type files, and is providing a service to the Office that relieves their records storage problems.

Discussions have been started with LD/OCD concerning procedures to be followed in releasing to other agencies distribution materials bearing the abolished "Restricted" classification. It appears that any downgrading or upgrading will be handled by that Office.

The PBS/GSA shelving crew started work on December 14 and have now erected fifty of the one hundred units. They should complete the job by next week.

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[]
Chief, Records Center Branch

GENERAL SERVICES
OFFICE OF THE CHIEF

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APPENDIX B

Week ending 17 December 1953

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	0	18,697
Flat-bed Camera	0	9,785
2. Mail Activities		
a. Post Office Mail		
Incoming	5,398	5,064
Outgoing	7,098	6,537
b. Postage expended	\$752.74	\$800.12
c. Scheduled courier trips	240	240
d. Special courier trips	100	55.3
e. Inter-Agency mail by courier		
Incoming	1,063	956
Outgoing	964	1,313
f. Personnel actions:		
Recruitments	6 *	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	0	-
Available but delayed	0	-
Not available	0	-

* Heavy duty truck drivers transferred to Mail Control.